



HOW TO REGISTER FOR THE CFNIL PORTAL

If you have previously registered for the Web Portal, you do not need to register again. You can access the Web Portal using the "Apply Now" icon found at the top of every page on CFNIL.org.

·Definitions·

Organization Admin: The person in charge of managing permissions to create, edit, and/or view grant applications for your organization. For In Youth We Trust grants, this must be the adult in charge of the youth organization submitting the application.

Grant Applicant: The person completing the grant application. This can be the same person as the Organization Admin, except for In Youth We Trust applications, which requires a youth program participant to complete and submit the application.

·How to Register·

Your **Organization Admin** must register for the Web Portal before any other Grant Applicants may register.

- 1) Visit www.cfnil.org and click Grants, then click on the "Apply Now" icon. The "Apply Now" icon is also on the header of every page on www.cfnil.org and links to <http://cfnil.spectrumportal.net/>.
- 2) Complete the requested profile information. Asterisks denote required fields, however we would appreciate it if you would complete all the requested contact information.
 - a. If you are a Grant Applicant submitting applications for more than one organization (i.e. a professional grant writer or volunteer), use an e-mail address that is unaffiliated with any of these organizations, such as a personal or unrelated business e-mail address.
- 3) Passwords must be 6-8 characters long, including one number. Please do not use special characters (i.e. !, @, \$, &).
- 4) In the "Portal Access" section, select the appropriate role: "Organization Admin" or "Grant Applicant". If the Organization Admin will also complete applications, both roles can be selected.
- 5) In the "My Organizations" section, you can search for and select your organization or create a new organization. (For Blanche Martin Mini Grants, your organization will be your school.)
 - a. After your initial registration, if you are submitting applications for more than one organization, you may repeat this step for each organization with which you are associated.

- b. CFNIL will approve each organization association, and the Organization Admin for each organization you list will also need to grant the appropriate application access level.
- 6) Click “Register”. (Do not press “Enter”; you must click “Register”.)
- 7) A message will appear saying that a confirmation code has been e-mailed to you. Check your e-mail (including your spam folder) for your confirmation code.
- 8) CFNIL will approve the registration. This may take up to one business day, not including nights and weekends. We suggest checking your registration status after 9am the following day.
- 9) Application access levels must be set as appropriate.
 - a. Organization Admins: Proceed to step 10 to complete your initial registration. Reference step 9b below to complete the registration of your Grant Applicants.
 - b. Grant Applicants: Before you can complete your registration, your Organization Admin must set the appropriate application access level per the instructions below:
 - i. After completing steps 10-14 below for your own registration, log onto the Web Portal.
 - ii. Hover your mouse over the “Organization Admin” menu and click “Manage Members”. (This page contains detailed descriptions of the application access levels available.)
 - iii. Choose the appropriate application access level for the Grant Applicant.
- 10) Once your registration is approved, access the portal as you did in step 1.
- 11) Click the blue “Log On” hyperlink.
- 12) Enter your e-mail and password, and click the “Log In” button.
- 13) Enter your confirmation code on the Email Confirmation screen and click “Log In”.
- 14) You should receive the message “Welcome to the Spectrum Web Portal”. This means you are logged in.

